

KULC-TV Workplace Essential Skills schedule
January through April 2004
Sundays from 12:00 noon to 1:00 p.m.
and repeats
Tuesday and Thursday from 7:00 to 7:30 a.m.

JANUARY

Sun. 11th	12:00 p.m. #25 – Orientation 12:30 p.m. #1 – Planning to Work
Tue. 13th	7:00 a.m. #25 – Orientation
Th. 15th	7:00 a.m. #1 – Planning to Work
Sun. 18th	12:00 p.m. #2 – Matching Skills and Jobs 12:30 p.m. #3 – Applying for Jobs
Tue. 20th	7:00 a.m. #2 – Matching Skills and Jobs
Th. 22nd	7:00 a.m. #3 – Applying for Jobs
Sun. 25th	12:00 p.m. #4 – Resumes, Tests and Choices 12:30 p.m. #5 – Interviewing
Tue. 27th	7:00 a.m. #4 – Resumes, Tests and Choices
Th. 29 th	7:00 a.m. #5 – Interviewing

FEBRUARY

Sun. 1 st	12:00 p.m. #6 – Ready for Work 12:30 p.m. #7 – Workplace Safety
Tue. 3rd	7:00 a.m. #6 – Ready for Work
Th. 5th	7:00 a.m. #7 – Workplace Safety
Sun 8 th	12:00 p.m. #8 – Learning at Work 12:30 p.m. #9 – The Language of Work
Tue. 10th	7:00 a.m. #8 – Learning at Work
Th. 12th	7:00 a.m. #9 – The Language of Work
Sun. 15th	12:00 p.m. #10 – Communicating with Coworkers and Supervisors 12:30 p.m. #11 – Working Together
Tue. 17th	7:00 a.m. #10 – Communicating with Coworkers and Supervisors
Th. 19 th	7:00 a.m. #11 – Working Together

Sun. 22nd	12:00 p.m. #12 – Communicating with Customers 12:30 p.m. #13 – A Process for Writing
Tue. 24th	7:00 a.m. #12 – Communicating with Customers
Th. 26th	7:00 a.m. #13 – A Process for Writing
Sun. 29th	12:00 p.m. #14 – Supplying Information: Directions, Forms and Charts 12:30 p.m. #15 – Writing Memos and Letters

MARCH

Tue. 2nd	7:00 a.m. #14 – Supplying Information: Directions, Forms and Charts
Th. 4th	7:00 a.m. #15 – Writing Memos and Letters
Sun. 7 th	12:00 p.m. #16 Reading for a Purpose 12:30 p.m. #17 Finding What You Need: Forms
Tue. 9th	7:00 a.m. #16 Reading for a Purpose
Th. 11th	7:00 a.m. #17 Finding What You Need: Forms and Charts
Sun., 14th	12:00 p.m. #18 – Following Directions 12:30 p.m. #19 – Reading Reports and Manuals
Tue. 16th	7:00 a.m. #18 – Following Directions
Th. 18 th	7:00a.m. #19 – Reading Reports and Manuals
Sun. 21st	12:00 p.m. #20 – Number Sense 12:30 p.m. #21 – Solving Problems
Tue. 23rd	7:00 a.m. #20 – Number Sense
Thu. 25th	7:00 a.m. #21 – Solving Problems
Sun 28 th	12:00 p.m. #22 – Fractions, Decimals and Percents 12:30 p.m. #23 – Measurements and Formulas
Tue. 30th	7:00 a.m. #22 – Fractions, Decimals and Percents

APRIL

Thu. 1 st	7:00 a.m. #23 – Measurements and Formulas
Sun. 4th	12:00 p.m. #24 – Trends and Predictions: Graphs and Data
Tue. 6th	7:00 a.m. #24 – Trends and Predictions: Graphs and Data

